

CITY OF WOODSTOCK



GEORGIA

GOVERNMENT 101



Woodstock is one of 535 cities and towns in Georgia and one of seven cities within Cherokee County. We received a City Charter and were incorporated on December 8, 1897 by the Georgia General Assembly. Because we were created by the state legislature, our boundaries, our structure and even our existence can be altered or abolished by the State. Our City Charter is the legislation that allows us to exist and function. It establishes our basic governmental structure, form of government, corporate boundaries, and municipal powers. Our powers include, but are not limited to, appropriations and expenditures, contracts, emergencies, environmental protection, nuisance abatement, parks and recreation, planning and zoning, police and fire protection, public works, infrastructure, taxes, water and sewer and public safety.



IF YOU ARE A CITIZEN OF THE CITY OF WOODSTOCK, YOU ARE ALSO A CITIZEN OF CHEROKEE COUNTY, THE STATE OF GEORGIA AND THE UNITED STATES OF AMERICA. YOU ARE THEREFORE GOVERNED BY ALL OF THOSE GOVERNMENT ENTITIES. CITY GOVERNMENT IS THE MOST BASIC FORM OF GOVERNMENT AND DIRECTLY AFFECTS ITS CITIZENRY MORE THAN ANY OTHER.

THE BIGGEST CONFUSION TO CITIZENS IS THAT THEY HAVE A “WOODSTOCK” ADDRESS BUT ARE NOT CONSIDERED “CITY OF WOODSTOCK” RESIDENTS/BUSINESS OWNERS. That is because only a portion of the addresses lie within the “Incorporated” Boundaries of the City. For a map of the City boundaries, visit our City website at <http://www.woodstockga.gov> – Departments – GIS/Mapping Services. Addresses on the east side of I-575 have a 30188 zip code; Addresses on the west side of I-575 have a 30189 zip code.

CHANGES TO CITY CHARTER:

Estimated Population: 31,911
12.47 Square Miles

There are three ways the City’s Charter can be amended:

- 1) Via enactment of legislation by the General Assembly – such as redistricting changes; term limit changes for elected officials, etc.
- 2) Via enactment of legislation by the General Assembly to allow for a referendum election whereby the voters decide on a matter – such as Sunday Sale of Alcohol; Property Tax Exemptions for Seniors, etc.
- 3) Or by Local Ordinance via the “Municipal Home Rule Act of 1965” – changes to the elected official’s salaries, appointment of Judge/Solicitor; establish departments, etc.

Georgia cities enact resolutions and ordinances to guide their own actions and the actions of those within the City limits.

You will find the “**Land Development Ordinances**” which govern development within the City at: <http://www.woodstockga.gov/index.aspx?nid=446> (Codified in January and July)

You will find our “**City Charter and our Municipal Code of Ordinances**” (that includes the Personnel Policy) at: <http://www.woodstockga.gov/index.aspx?nid=71> (Codified in January and July)

Codified: Means the adopted ordinance has been merged into the Ordinance Book.

Uncodified: Means the adopted ordinance has not yet been merged into the Ordinance Book but is still an active and enforceable ordinance.

The Council has adopted a set of policies known as the “**Council Policy Manual**” that can be found at: <http://www.woodstockga.gov/index.aspx?nid=232>

The Council has adopted an “**Official Fee Schedule**” which can be found at: <http://www.woodstockga.gov/index.aspx?nid=275>

VITAL RECORDS EXPLAINED: (Not all Inclusive)

AUDIT REPORT: Annually, at close of fiscal year end (June 30), an audit is performed by a Certified Public Accountant of all financial transactions of the City and its government entities. The auditor documents his findings in what is called a CAFR (Comprehensive Annual Financial Report) that is submitted to the State Department of Audits for Review/Comments and is posted on our City website and the University of Georgia Carl Vinson Institute website for the public to inspect.

BUDGET: The Mayor and Council annually adopt an operating budget of all funds that determines projects, capital outlay, debt service, expenditures and revenues during a fiscal year (July 1 to June 30). These budgets may be amended as necessary. Budget documents are historical in nature and are therefore permanent records. The budget is posted annually on our City website and the University of Georgia Carl Vinson Institute website for the public to inspect.

DEEDS/EASEMENTS/PLATS: Filed with Cherokee County and kept on permanent record by Cherokee County.

ELECTION RECORDS: Records documenting the final outcome of an election is historical in nature and is therefore a permanent record.

MINUTES: Minutes are the recording of discussion and/or actions that occur during a public meeting and/or a closed meeting. Recording can be audio, visual and written or a combination of all three. Minutes are historical in nature and are therefore permanent records.

ORDINANCE: A municipal legislative enactment that prescribes some permanent rule of government. Per Georgia Law, ordinances must be codified having the full force and effect of the law and must be made available to the public and posted to the internet. Ordinances are historical in nature and are therefore permanent records.

PAYROLL REGISTERS: Records documenting an employee’s pay history is considered historical and useful for retirement purposes and is therefore maintained as a permanent record.

PROCLAMATION: A document declaring a day of significance, recognition of a person, place or thing or to bestow honor on a position, person or action. Proclamations are historical in nature and are therefore permanent records.

RESOLUTION: A municipal legislative enactment that deals with matters of special or temporary character. Resolutions are historical in nature and are therefore permanent records.

SCRAPBOOKS, PHOTOS, BROCHURES, VIDEOS, EVENT CALENDARS, NEWSLETTERS, NEWSPAPER & MAGAZINE ARTICLES: Anything documenting the history of the City or capturing a particular time in its history or of its people is considered historical and is therefore a permanent record.

GOVERNING BODY: LEGISLATIVE BRANCH

Mayor (Donnie Henriques)



Donnie Henriques was the first to serve as a City Council Member for Ward 6 upon its creation in 1999. He served as a City Council Member from January 2000 through December 2003. Mayor Henriques was elected in 2005 to serve as Mayor. He is currently in his third term which expires December 31, 2017. Under the Council-Manager form of government, the Mayor serves as the ceremonial head of the City. The Mayor and Council are elected Citywide. The Mayor may vote in the event of a tie.

City Charter: Section 2.17. Duties of Mayor.

The Mayor shall:

- (a) Presides at all meetings of the City Council;
- (b) Be the official head of the City for the service of process and for ceremonial purposes;
- (c) Have power to administer oaths and to take affidavits; and
- (d) Sign all written contracts entered into by the Council on behalf of the City and all other contracts and instruments executed by the City which by law are required to be in writing.

City Charter: Section 2.17A. Mayor's veto power.

- (a) Every ordinance adopted by the City Council shall be presented promptly by the Council to the Mayor.
- (b) The Mayor shall have the right to veto any ordinance that was approved by the Council by the affirmative vote of three members and the negative vote of zero members or the affirmative vote of three members and the negative vote of one member, unless all Council members were present at the meeting at which said ordinance was approved.
- (c) The Mayor, within ten calendar days of receipt of an ordinance subject to a veto, shall return it to the Council with or without the Mayor's approval. If the ordinance has been approved by the Mayor, it shall become law upon its return to the Council. If the ordinance is neither approved or disapproved, it shall become law at 12:00 Noon on the tenth calendar day after its adoption. If the ordinance is disapproved, the Mayor shall submit to the City Council a written statement of the Mayor's reasons for the veto. The Council shall record upon the ordinance the date of its delivery to and receipt from the Mayor.
- (d) Ordinances vetoed by the Mayor shall be considered by the Council at its next meeting and, should the City Council then or at its next general meeting adopt the ordinance by the affirmative vote of at least three members, it shall become law and shall not be subject to any further veto by the Mayor.

LEGISLATIVE BRANCH CONTINUED: City Council



Ward 1
Warren Johnson



Ward 2
David Potts



Ward 3
Colin Ake



Ward 4
Tracy Collins



Ward 5
Brian Wolfe



Ward 6
Rob Usher

We have six Council Members who are broken down into Wards 1-6. Although they qualify to run by the ward they live in, they are elected at-large. The City Council approves ordinances, resolutions, contracts, policies, award of bids, fee schedules, etc. via simple majority vote. The only exception is a vote concerning eminent domain which has to be by vote of five of the six Council Members. Eminent domain pertains to the taking of personal property for the greater good – such as declaring a taking of a portion of someone’s yard so that a road can be widened.

City Charter: Section 2.15. General Power and Authority of the Council.

- (a) Except as otherwise provided by law or by this charter, the Council shall be vested with all the powers of government of the City of Woodstock, as provided by Article 1.
- (b) In addition to all other powers conferred upon it by law, the Council shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules and regulations not inconsistent with this charter, the Constitution and the laws of the State of Georgia which it shall deem necessary, expedient or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity or well-being of the inhabitants of the City of Woodstock and may enforce such ordinances by imposing penalties for violation thereof.
- (c) The Council may by ordinance create, change, alter, abolish or consolidate officers, agencies and departments of the City and may assign additional functions to any of the offices, agencies and departments expressly provided for by this charter.

The Mayor and Council hold Regular Meetings on the 2nd and 4th Monday of the Month and a Work Session on the 3rd Monday of the Month. All meetings begin at 7 pm and are held at The Chambers at City Center – 8534 Main Street in Downtown Woodstock.

A calendar is published by the City Clerk’s office in December of each year for the following year. You can also view the City’s website for a full year’s meeting schedule.

To View Agenda’s, Minutes, and Video Recordings of Meetings: <http://www.woodstockga.iqm2.com>

COUNCIL APPOINTED COMMITTEES

Downtown Development Authority and Convention & Visitors Bureau
Ethics Board
Parks and Recreation Advisory Board
Planning Commission
Construction Board of Adjustments and Appeal

GOVERNING BODY: JUDICIAL BRANCH

Woodstock Municipal Court

City Charter: Section 4.10. Municipal Court; Creation.

There is hereby established a court to be known as the Municipal Court of the City of Woodstock which shall have jurisdiction and authority to try offenses against the laws and ordinances of said City and to punish for a violation of the same. Such court shall have the power and authority to enforce its judgments by the imposition of such penalties as may be provided by law; to punish witnesses for nonattendance and to punish also any person who may counsel or advise, aid, encourage or persuade another whose testimony is desired or material in any proceeding before said court to go or move beyond the reach of the process of the court; to try all offenses within the territorial limits of the City constituting traffic cases which, under the laws of Georgia, are placed within the jurisdiction of municipal or police courts to the extent of and in accordance with the provisions of such laws and all laws subsequently enacted amendatory thereof. Said court shall be presided over by the judge of said court. In the absence or disqualification of the judge, the judge pro tem shall preside and shall exercise the same powers and duties as the judge when so acting.

Municipal Court 770 592-6030

Danielle Greene, Police/Court Records Coordinator

Louisa Lemon, Chief Court Clerk

770 592-6030 dgreene@woodstockga.gov and llemon@woodstockga.gov

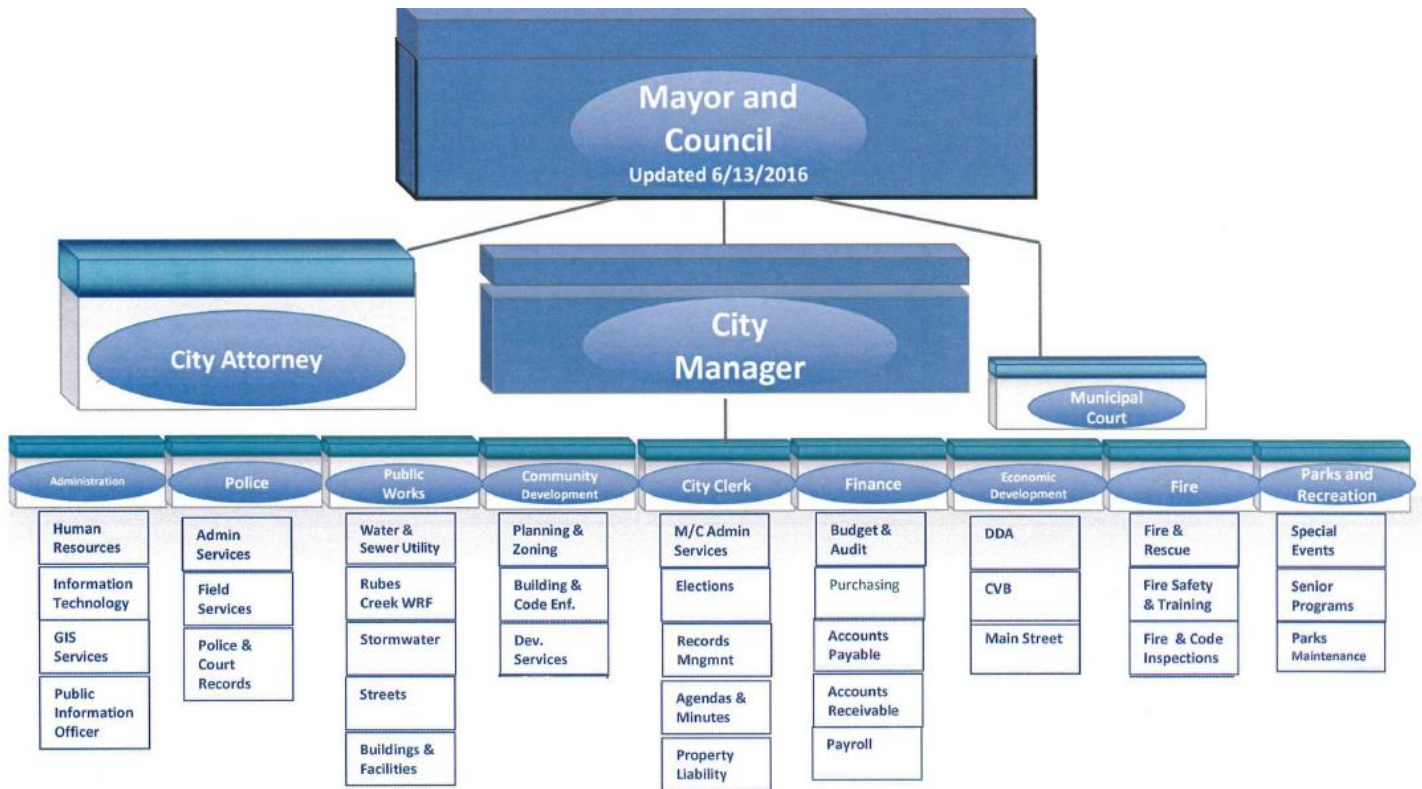
MUNICIPAL COURT IS HELD ON MONDAY'S AT THE WOODSTOCK ANNEX – COURT CHAMBERS – 12453 HIGHWAY 92, WOODSTOCK, GA 30188.

**THE WOODSTOCK FEE SCHEDULE LISTS ALL MUNICIPAL COURT FINES
<http://www.woodstockga.gov/index.aspx?nid=275>**

QUESTIONS ABOUT THE MUNICIPAL COURT SCHEDULE, PROCEDURES, SOLICITORS ETC. CAN BE FOUND ON THEIR WEBSITE AT: <http://www.woodstockga.gov/index.aspx?nid=86>

POLICE AND COURT RECORDS DIVISION

- Maintain/Distribute Incident and Accident Reports
- Accept Payment for Court Fines
- GCIC Terminal
- Set Court Calendar/Docket
- Open Records Requests for Police/Court



GOVERNING BODY: EXECUTIVE BRANCH



Jeffrey S. Moon, City Manager
770- 592-6001 jmoon@woodstockga.gov

Cassandra Henry, Deputy City Clerk
770 592-6001 chenry@woodstockga.gov

The Council-Manager form of government was first advocated in the early 1900s by reformers who envisioned a more businesslike approach to municipal government. Thus, the structure of a municipality operating under the Council-Manager form of government is similar to that of a corporation. For example, the municipality's citizens are treated as shareholders who elect a City Council to serve as their board of directors. The City Council sets the City's policies and hires a professional manager to implement them. The City Manager is hired and appointed by the Council on the basis of experience and qualifications and serves at the pleasure of the City Council.

Jeff became the City of Woodstock's City Manager in April 2008. He came to us from the City of Orange Beach, Alabama where he served as City Administrator from 2001 to 2008. He has a M.S. Degree in Economic Development from the University of Southern Mississippi, a B.S. Degree in Social Science Education from Troy University and an Associate of Arts Degree from Enterprise-Ozark Community College. He has over 25 years of experience with City Government. His background and passion is with Economic Development and Recreation. Jeff has a love for his community and the citizens he serves that is evident in his extensive civic involvement.

The City Manager is charged with overseeing the day to day operations of the City. His responsibilities include:

- Preparing and Submitting Woodstock's Annual Operating Budget
- Keeping the Council Apprised of the City's Financial and Operational Status
- Submitting Reports and Recommendations to the City Council
- Ensuring all City Ordinances, Policies and Resolutions are Implemented and Enforced
- Hiring Department Directors



Eldon Basham, City Attorney
Moore, Ingram, Johnson & Steele
770 429-1499 ebasham@mijs.com



Rhonda Pezzello, City Clerk
770 592-6002 or 770 362-8857
rpezzello@woodstockga.gov

Both the City Attorney and City Clerk are appointed by the City Council and serve at the pleasure of the City Council. The City Attorney is not a City employee. His major responsibilities are representing the City in legal matters pertaining to personnel, litigation, real estate, etc. He reviews contracts, ordinances and legislation for the City. Employees should go through their Department Director if they have a question for the City Attorney.

The City Clerk serves under the direct supervision of the City Manager and is responsible for Records Management, Vital Records, Open Records Requests, Elections, and Council Agenda's & Minute

DEPARTMENTS

ADMINISTRATION



HUMAN RESOURCES

Mindy Nobis, Manager
770-592-6007 or ext: 1301
mnobis@woodstockga.gov

INFORMATION TECHNOLOGY



Jeff Smith, IT Director
770-592-6000 ext: 1400
jsmith@woodstockga.gov

GIS Services

Katy Leggett, GIS Manager
770-592-6000 ext: 1604
kleggett@woodstockga.gov
<http://gis.woodstockga.gov>

OFFICE OF PUBLIC INFORMATION
Brittany Page, Public Information Officer
770-592-6000 ext: 1008
bpage@woodstockga.gov



FINANCE



Robert Porche, CFO
770-592-6000 ext: 1200
rporche@woodstockga.gov

Responsibilities:

- Managing the City's Investments and Cash Accounts & General Ledger
- Preparing Financial Statements
- Purchasing and Accounts Payable
- Payroll
- Employee Retirement and Benefits
- Audits and Budget Control
- Petty Cash/Cash Receipts
- Coordination of Bids/RFP's
- E-Verify/Save for Vendors
- Grant Tracking & Contract Management
- Billing & Collections of W/S Utility

NEW RESIDENTS TO FILE THEIR HOMESTEAD/SENIOR EXEMPTIONS WITH CHEROKEE COUNTY BETWEEN JANUARY 1 AND APRIL 1. TAX ASSESSMENTS ARE HANDLED BY THE CHEROKEE COUNTY TAX ASSESSOR.
WWW.CHEROKEEGA.COM 678 493-6000

COMMUNITY DEVELOPMENT



Brantley Day, Director
770 592-6050 or ext: 1600
bday@woodstockga.gov

Community Development Department is responsible for the planning, design, and sustainability of our community.

The City of Woodstock is part of the 10-county area that makes up the metro Atlanta region. Just as we have a comprehensive long-range plan for our city and county, the Atlanta Regional Commission (ARC) has a long-range plan for the region. This plan is called Plan 2040 and it can't be followed without cooperation of local cities and counties. The Plan has Minimum Standards that must be met for local implementation, and a set of rigorous Excellence Standards that are desirable. The Planning Department has gone through an extensive self-assessment and has submitted documentation to the ARC to show which standards we meet. Based on our exemplary performance as a forward-looking community, we have met not only just the Minimum Standards, but also a large enough percentage of the Excellence Standards to be named a 2040+ Community and a Regional Leader in Sustainability! Only the City of Woodstock and the City of Atlanta have reached this designation, out of the 68 incorporated cities and towns and 10 counties.

FIRE DEPARTMENT



Dave Soumas, Fire Chief
770 926-2302 ext: 1840
dsoumas@woodstockga.gov
Office at Station 14

What is ISO? The *Insurance Services Office, INC* objectively reviews those features of available public fire protection that have a significant influence on minimizing damage once a fire has occurred. (fire alarm, water supply, and fire department).

The ISO has a Scale that rates a Fire Department from 1 to 10, with 1 being best and 10 being the least desirable.

What is the City of Woodstock Fire Departments rating? *The Fire Department achieved an ISO rating of **1** in 2015!*

Manpower & Equipment

- There are 3 shifts, A, B, and C. Each shift works 24 on and 48 off.
- The Fire Chief has an Assistant Chief/Fire Marshal and one Administrative Coordinator.
- The Assistant Chief/Fire Marshal has a Deputy Fire Marshall and Fire Inspector.
- Each shift has 1 Captain, 2 Lieutenants, 3 Sergeants and 9 firefighters.
- There are 2 Engines, 1 ladder truck, 2 rescue trucks, 1 reserve engine and 1 reserve rescue.

Automatic Aid

-In the event that any fire rescue, disturbance, or other fire related local emergency occurs in the automatic aid area, the City Of Woodstock and Cherokee County shall provide such fire suppression, prevention, protection and rescue services as may be reasonably required to cope with such emergency, as part of the first response assignment.

-Automatic aid area includes all of Cherokee County.

-Dispatching of alarms: The City of Woodstock shall have 1 engine automatically dispatched to all structure fires and structure fire alarms in the area of Cherokee County designated in the 911 center run list.

-Cherokee County shall have 1 engine automatically dispatched to all structure fires and structure fire alarms in the areas of the City Of Woodstock designated in the 911 run list.



Fire Station 14, 225 Arnold Mill Road



Fire Station 10, 105 Wigley Road

POLICE DEPARTMENT



Calvin Moss, Police Chief

770 592-6012 or ext: 1100

cmoss@woodstockga.gov

A STATE CERTIFIED AND NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

55 Sworn and 9 Civilians

Field Services Division works 12 hour Shifts (total of 4 Shifts, 2 days, 2 nights)

FIELD SERVICES DIVISION

The Field Operations Division is comprised of Field Services, Specialized Units and Special Operations. All the units within the division are dedicated to the day to day protection of our citizens and visitors.

- Field Services
- Special Operations Group
 - K9
 - Motors

- Neighborhood Services Unit
- Traffic Enforcement Unit
- Reserve Unit
- Auxiliary Unit
- Explorer Post 1609
- Multi-Agency
 - Multi-Agency SWAT Team
 - Multi-Agency Hostage Negotiation Team

ADMINISTRATIVE SERVICES DIVISION

- Training Unit
- Accreditation
- Crime Analyst
- Administrative Services Coordinator
- Evidence
- Court/Records Office
- Criminal Investigations Unit
 - Detectives
 - Cherokee County Multi-Agency Narcotics Squad
 - Metropolitan Atlanta High Intensity Drug Tracking Area (HIDTA) Task Force

PUBLIC WORKS



Rob Hogan, Director

770-592-6000 ext: 1708

rhogan@woodstockga.gov

RESPONSIBILITIES:

- Coordinates City/GA DOT Projects
- Oversees Capital Projects
- Stormwater Permitting/Compliance
- Environmental Education
- Stormwater & Soil Erosion & Sedimentation Plan Review
- Ordinance Review/Maintenance
- Earth Day Celebration, Rivers Alive and Other Community Projects
- Maintains Environmental Website
- Streets Maintenance/Repairs



**Public Works Headquarters
210 Bell Place**

- Barricades/Street Sweeping
 - Street Sign Maintenance
 - Traffic Light Maintenance/Repairs
 - Dead Animal in Right-of-Way Complaints
 - Traffic Calming Applications
-

WATER/SEWER DEPARTMENT



Pat Flood, Director
770-592-6000 ext: 1700
pflood@woodstockga.gov

RESPONSIBILITIES:

- Meter Installation/Repairs
 - Oversees Wastewater Plant Operations
 - Water/Sewer Line Repairs
 - Manhole Repairs
 - Pump Station Operations/Maintenance
 - Water/Sewer Inspections
-

ECONOMIC DEVELOPMENT/DOWNTOWN DEVELOPMENT AUTHORITY



Brian Stockton, Director
Office: Chattahoochee Technical College
770 592-6056 or x-2200
bstockton@woodstockga.gov

Woodstock Office of Economic Development is tasked with recruiting and assisting developers and business owners to open and operate within the City of Woodstock, Georgia.

The office provides staff and administrative support to the Downtown Development Authority, Convention and Visitors Bureau and Main Street Woodstock Inc.

**Woodstock Visitors Center at
Historic Dean's Store**

8588 Main St
Woodstock, GA 30188

Mitzi Saxon
Downtown Program Manager
770 592-6056 or ext: 2250
msaxon@woodstockga.gov

Kyle Bennett
Tourism Manager
770-924-0406
kbennett@woodstockga.gov

Stacy Brown
Marketing & Tourism Coordinator
770-592-6056
sbrown@woodstockga.gov



Responsibilities:

- Downtown Development Authority
- Convention & Visitors Bureau
- Main Street Program
- Woodstock Visitors Center
- Ribbon Cuttings
- Works with Elm Street Board, Downtown Business Association, and other Entities to Promote Growth and Tourism in Woodstock
- Friday Nite Live (Downtown)
- Woodstock Farmers Market
- Small Business Workshops
- Façade Program
- Morning Buzz Meetings

***DOWNTOWN FRIDAY NIGHT LIVE EVENTS HELD EVERY FIRST FRIDAY OF THE MONTH FROM MARCH
TO DECEMBER FROM 6 PM TO 9 PM.***

MAIN STREET

The Main Street Woodstock program began as a dream of the City of Woodstock DDA in 2009. Downtown Woodstock had been hit hard by the economic downturn. By 2009, Woodstock had over 50 acres of development in foreclosure, vacant retail spaces and uninhabited residential units. Determined, the community decided Woodstock could not fail. The DDA convinced City Council to increase the tax rate on lodging from six to eight percent to fund the Main Street Program and help the City recover.

A committee of business leaders and residents was formed and Main Street set out to heal Woodstock. An initial town hall meeting to save downtown saw over 100 participants. The group created committees and started to create a revised vision for the City. By April 2010, the City had been officially designated as a Main Street Community by the Georgia Department of Community Affairs and the National Trust for Historic Preservation. The Main Street Woodstock program gained a 501(c)(6) nonprofit status from the IRS and became a full-fledged membership program. Grounded in the National Main Street 4 Point Approach, the program's volunteers focused their efforts on Design, Organization, Promotions and Economic Restructuring. Committees and Board Members established programs and opportunities that proved Woodstock was committed to recovery, growth and resiliency.

Our Main Street Organization is nationally accredited and offers many opportunities for members.

www.downtownwoodstock.org

PARKS AND RECREATION



Preston Pooser, Director

Office: 105 East Main Street, Suite 146

770 517-6788 or ext: 1950

ppooser@woodstockga.gov

www.woodstockparksandrec.com



Woodstock Summer Concert Series

Northside Hospital-Cherokee Amphitheater, May through September

www.woodstocksummerconcertseries.com



WILLIAM G. LONG SENIOR CENTER

223 Arnold Mill Road
Woodstock, GA 30188
678 445-6518

\$25.00/per person annually

Janet Masey, Senior Center Coordinator

jmasey@woodstockga.gov

Senior Center Hours: Mon-Fri 9 am to 4 pm

Office Hours: Mon-Fri 8 am to 5 pm

- Active Adults 50 and Over
- Out of State Trips
- Local Trips to Theaters, Festivals, Shopping, Movies, etc.
- Seminars
- Mahjong, Billiards, Arts & Crafts
- Dancing and Wood Carving
- Outdoor Pavilion



GREENPRINTS ALLIANCE

www.greenprintsalliance.org

Greenprints Alliance's story begins in 2007. Through the vision of the Mayor and the City Council, a park master plan was commissioned by the City of Woodstock. Through a citizen-based planning process, Ecos Environmental Design produced the award winning Greenprints Project Master Plan. The focus of this plan was to use the miles of riparian and natural corridors in our area to lay out a 60+ mile network of multi-use trails connecting present and future greenspaces and providing a different mode of travel within our City.

LIST OF FACILITIES/PARKS**Northside Hospital – Cherokee Amphitheater**

- Located at 101 Arnold Mill Road
- Accommodates an audience of 7,500
- Public restrooms that also serve the Park at City Center year round
- Home to the Woodstock Summer Concert Series and Special Events

The Park at City Center

- Located at 101 East Main Street in Downtown.
- Includes a Gazebo, Benches, Beautiful Landscaping, Fountain and Fallen Soldier and 9/11 Memorial.

Dupree Park

- 25 Acres located at 513 Neese Road, just south of Arnold Mill Road
- Greenspace and Playground
- Walking Trails, Fitness Equipment

- 3 Pavilions
- 4 Tennis Courts/2 Basketball Courts
- Pond and Fishing
- Restrooms

Dobbs Road Park

- Located off Main Street, just east of Chattahoochee Technical College
- ¼ Mile Walking Trail
- Park Benches
- Community Garden

Springfield Park

- Located just north of Highway 92 on Springfield Drive
- Picnic Tables/benches
- Small Playground
- Future Trail Head Site that will Someday Allow Connectivity to Arnold Mill Road

Olde Rope Mill Park

- Located at the End of Rope Mill Road off Ridgewalk Parkway.
- Park Benches, Picnic Tables, Park Pavilion with a Fireplace and a Scenic Overlook/ Fishing platform.
- The park is home to the Taylor Randahl Memorial Mountain Bike Trail that has 14 miles of connecting trails that twist through nearly 100 acres of public park land.
- Multi-Use Trails
- A pedestrian/ bike bridge connects the south side of Little River to the north side where you can see the remnants of an 1800's Rope Mill.

Woofstock Dog Park

- Located at 150 Dupree Road.
- Two Fenced in Areas for Large and Small Breed Dogs.
- Shade and Watering Holes for Your Pets
- Bathrooms
- Trail Head Connecting to Noonday Creek Trail.

RENTAL FACILITY INFORMATION:



The Chambers at City Center
8534 Main Street
Woodstock, GA 30188
770 517-6788

- Business Meetings, Award Ceremonies, Classes
- 100 year old facility
- Home of the Woodstock City Council and Planning Commission Meetings
- No kitchen facilities available

- Remodeled in 2009 – Named After Our First Female Mayor – Evelyn Whitmire Chambers

SPECIAL EVENTS:

January: Bring One for the Chipper, Christmas tree recycling

February: Arbor Day

March: Annual Mountain Biking Summit.

April: Greenstock & Earth Day featuring E-Recycling; White Goods Pickup Week with Waste Management; Community Wide Yard Sales; Citizens Police Academy.

May: Greenprints Alliance Trailfest; Woodstock Summer Concert Series Begins; Peace Officer's Memorial Ceremony, Woodstock Public Safety Foundation Spring Festival, Memorial Day Ceremony, and National Day of Prayer

June: Summer Concert Series

July: July 4 Spectacular Parade/Festival; Fireworks; Summer Concert Series

August: Summer Concert Series; Woodstock's Police Night Out.

September: Brown Bag Concerts; Summer Concert Series; 9/11 Day of Remembrance.

October: Police Charity Motorcycle Ride; Rivers Alive Cleanup; Halloween KidsFest on October 31st.

November: Woodstock Art & Wine Festival; Veterans Day Ceremony; Woodstock Recycle Event

December: Christmas Jubilee and Parade of Lights (1st Sat. in Dec.); Woodstock Police Shop with a Hero; Santa's Mailbox

CHEROKEE COUNTY www.cherokeega.com 678 493-6000

1130 Bluffs Parkway, Canton, Georgia 30114

If you are a City of Woodstock resident, you are a Cherokee County resident and are afforded the same rights and responsibilities as someone who lives in the unincorporated part of Cherokee County.

SERVICES PROVIDED BY CHEROKEE COUNTY

Animal Control: Cherokee County provides animal control services for all the Cities in Cherokee County and the unincorporated areas via a Joint Animal Control Ordinance. However, our Public Works Department will pick up and dispose of dead animals located on City streets. 678 493-6200

Environmental Health: 770 479-0444

Probate Office: Marriage Licenses, Gun Permits, Wills, etc. 678 493-6160

Property Tax Assessments: Cherokee County performs property tax assessments for City residents. The City currently performs their own property taxes and stormwater billing & collections. The CC Tax Assessor's Office is 678 493-6120.

Sheriff's Department: The Cherokee County Sheriff's Office runs the County jail (Cherokee County Adult Detention Center) where we have an agreement with them to house our prisoners as well as the Cherokee County Dispatch Office that dispatches our 911 calls. The Sheriff is Frank Reynolds – 678 493-4100. www.cherokeega-sheriff.org

Soil Conservation: 770 479-0517

Superior Court Clerk: Including Notary Services, Deeds, Court Records, Name Changes, and Passport Services. 678 493-6511; 678 493-6535

Tags/Titles: The Cherokee County Tax Commissioner has a tag/title office located on Towne Lake Parkway within the City limits of Woodstock next to the Waffle House. Canton – 678 493-6400; Woodstock – 770 924-4099.

Voter Registration/Elections Office: 770 479-0407 <http://voter.cherokeega.com>

Cherokee County Board of Commissioners
678 493-6000

County Manager: Jerry Cooper
jcooper@cherokeega.com

Chairman L.B. Ahrens: lbahrens@cherokeega.com

District 1 Commissioner, Steve West: swest@cherokeega.com

District 2 Commissioner, Raymond Gunnin: rgunnin@cherokeega.com

District 3 Commissioner, Bob Kovacs: bkovacs@cherokeega.com

District 4 Commissioner, Scott Gordon: sgordon@woodstockga.gov

FOR EMPLOYEES

SAFETY

The City of Woodstock is extremely conscious of the safety of our employees and the citizens of our community. As an employer, we recognize our obligation to ensure the safest possible work place for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve.

It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality.

Each department head is responsible and will be held accountable for the loss control performance within his or her department. The City Manager coordinates our overall loss control program. It is expected that department heads will complement the efforts of the City Manager to reduce accidents and provide for the safety of the public. These loss control and safety responsibilities are continuous and equal in importance with all other operational considerations.

All employees are responsible for cooperating with and supporting our loss control and safety program activities and objectives. All employees are expected to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform a task. Loss control and safety is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

THE EMPLOYEE SAFETY POLICY IS AVAILABLE ONLINE – Council Policy Manual CPM #500-0002
<http://www.woodstockga.gov/DocumentCenter/Home/View/1695> - READ IT!

THE CITY WILL PROVIDE YOU WITH THE PROPER SAFETY EQUIPMENT TO DO YOUR JOB – USE IT!

IF YOU EVER FEEL UNCOMFORTABLE WITH A TASK YOU ARE BEING ASKED TO DO – REFUTE IT! (Don't be afraid to point out safety concerns and/or suggestions – the life you save could be your own!)

EMPLOYEES ARE THE EYES AND THE EARS OF THE CITY. IF YOU SEE SOMETHING WRONG – SHARE IT! (Immediately report anything that could be unsafe or is just out of the ordinary to a Supervisor, Department Director or Human Resources. From a fellow employee who appears to be intoxicated, to a manhole cover that is missing to squeaky brakes on a City vehicle – EVERYTHING MATTERS.

IF YOU HAVE AN OPPORTUNITY TO CORRECT A POTENTIAL HAZARD SAFELY– CORRECT IT! (Examples: Water on the floor? Wipe it up. A doormat tangled up? Untangle it. An outside door left ajar? Close it. A water hose left on and it's going to freeze overnight? Turn it off!

IF YOU'VE BEEN GIVEN A TASK THAT WILL TAKE 2 HOURS TO DO THE SAFE WAY AND 30 MINUTES TO DO THE UNSAFE WAY – DO IT SAFELY!!! (Why risk it when the job pays the same no matter how much time it takes?)

IF YOU ARE EVER IN DOUBT OF WHAT TO DO OR HOW TO DO IT, CONTACT ANY SUPERVISOR, DEPARTMENT DIRECTOR OR HUMAN RESOURCES! WE ARE HERE TO HELP YOU!!!!

NOT FOLLOWING SAFETY PROCEDURES CAN COST YOU YOUR JOB OR YOUR LIFE!

ACRONYMS TO KNOW

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency for the 10-county area including Cherokee County. (404) 463-3100 · www.atlantaregional.com

The Georgia Department of Community Affairs (DCA) operates a host of state and federal grant programs; serves as the state's lead agency in housing finance and development; promulgates building codes to be adopted by local governments; provides comprehensive planning, technical and research assistance to local governments; and serves as the lead agency for the state's solid waste reduction efforts. DCA coordinates a variety of economic incentives and tools, tax credits, and financing plans and works with and supports a variety of other state and local agencies, including the Georgia Department of Economic Development (GDECD) in their mission to promote economic development in Georgia. DCA economic development finance programs include One Georgia Authority funds and programs, the Regional Economic Business Assistance program, the Georgia Business Expansion and Support Act income tax credit programs and many others. 478) 374-6961 www.dca.state.ga.us

The Georgia Department of Revenue (DOR) is the principal tax collection agency for the State of Georgia for individuals, businesses, motor vehicles, non-profit exemptions, alcohol, firearms and tobacco, property taxes, sales tax, etc. <http://etax.dor.ga.gov>

The Environmental Protection Division (EPD) is a division of the Department of Natural Resources, Georgia's environmental protection and regulatory agency. They govern the safety of our water, air and land resources. Stormwater, Building, Community Development, Wastewater and Water/Sewer, Fire, Administration, City Clerk and Utility Billing all work with EPD/DNR. 404 363-7000 www.gaepd.org or www.gadnr.org

The Federal Emergency Management Agency (FEMA) is a disaster mitigation, preparedness, response, recovery, education, and references. www.fema.gov

The Georgia Department of Transportation (GDOT) is a group of motivated professionals working to maintain safety on our roadways and to relieve congestion on our interstates. www.dot.ga.gov

The Georgia Emergency Management Agency (GEMA) is our Homeland Security for the State of Georgia and deals with disaster mitigation, preparedness, response, recovery, education, and references in conjunction with local, state and federal officials, law enforcement and emergency management agencies. www.gema.state.ga.us/

The Georgia Municipal Association (GMA) is a legislative advocate that acts on the behalf of all the Cities in Georgia to ensure that our rights are protected. They also provide valuable resources to local governments pertaining to ordinances, policies, cost saving programs, insurance, retirement, etc. They work together with other State and Federal entities to keep cities abreast of changes in laws and unfunded mandates that could affect us. (404) 688-0472 www.gmanet.com

The United States Army Corps of Engineers (USACE), also sometimes shortened to COE) is a [U.S. federal agency](#) under the [Department of Defense](#) and a major [Army](#) command made up of some 36,500 civilian and military personnel, making it the world's largest [public](#) engineering, design, and [construction](#)

[management](#) agency. Although generally associated with dams, [canals](#) and [flood protection](#) in the United States, USACE is involved in a wide range of [public works](#) throughout the world. The Corps of Engineers provides outdoor recreation opportunities to the public, and provides 24% of U.S. [hydropower](#) capacity.

Olde Rope Mill Park is an example of Corp of Engineer property that the City leases for public park/trail use. www.usace.army.mil/contact.aspx

The Georgia Government Transparency and Campaign Finance Commission (formerly known as the State Ethics Commission (SEC) is the official website for candidates and elected officials to file their campaign contribution and financial disclosure reports. <http://ethics.ga.gov/>

The Georgia Secretary of State's Office (SOS) is a resource for County, State and Federal Elections, Corporations, Professional Licensing, Voter Registration, Archives, and the State Capitol. www.sos.georgia.gov/

OTHER ACRONYMS OF IMPORTANCE

BOC: Cherokee County Board of Commissioners www.cherokeega.com

BOE: Cherokee County Board of Education www.cherokee.k12.ga.us

DDA: Downtown Development Authority (Brian Stockton, Director) <http://visitwoodstockga.com>

DOL: Department of Labor www.dol.gov

CCWSA: Cherokee County Water and Sewer Authority www.ccwsa.com

CVB: Convention & Visitors Bureau (Brian Stockton, Director) <http://visitwoodstockga.com>

FLSA: Fair Labor Standards Act is a federal labor law of general and nationwide application, including Overtime, Minimum Wages, Child Labor Protections, and the Equal Pay Act. www.dol.gov

FMLA: Family Medical Leave Act

GIS: Geographic Information Systems – The City of Woodstock utilizes GIS to create, analyze, update, and maintain a current and accurate spatial inventory and provide mapping services for the City's departments and its citizens.

TAD: Tax Allocation District. Georgia's Redevelopment Powers Law, adopted by the General Assembly in 1985, gave local governments the authority to sell bonds to finance infrastructure and other redevelopment costs within a specifically defined area (a TAD). The bonds are secured by a "tax allocation increment," which is the increase in property tax revenues resulting from the redevelopment activities taking place within the tax allocation district. Tax increment financing allows cities to charge the costs of constructing public facilities and infrastructure to be charged directly to the businesses that use them rather than the public at large. In return, the businesses benefit from the construction of facilities that might not otherwise be available to them.

URA: Urban Redevelopment Area (as Part of the Urban Redevelopment Plan for the City of Woodstock, Georgia.) The Downtown Woodstock Urban Redevelopment Plan represents a vision and plan for the redevelopment of select parcels and properties within the Downtown Woodstock area. Woodstock has experienced a growth rate of over 70% in the past 10 years. While this growth provides many economic opportunities, the city is concerned with the continued preservation of its small-town atmosphere and quality of life.

A lack of investment in the Downtown Woodstock area through the 1990's began to turn around through significant redevelopment projects and interest following the establishment of the area as a Livable Center Community in 2002 and a modern mixed-use zoning code adopted in 2005. In addition to private investment, the City is continuing to proactively plan for the physical development of the downtown area in a manner that is respectful of the City's sense of history and identity.

SPLOST: Special Purpose Local Option Sales Tax
1% Sales Tax Imposed and Divided Among Cherokee County and Its Cities for Road Improvements, Buildings, Equipment, Land. Voted on by the Citizens every 6 years.

WHO ARE OUR CUSTOMERS? **EVERYONE?** Fellow Co-Workers, Elected Officials, The Judge/Solicitors/Court Staff; John Q Citizen, Business Owners, the cashier at Publix, those you speak with on the phone, via email, social media and via cyberspace and those 40,000 plus who pass/travel through or visit our City daily. Everyone you come into contact with personally, verbally and via cyberspace is your customer. Treat them how you would want to be treated.

DO TAXPAYERS PAY OUR SALARY? Technically, yes they do. As public servants we work for the public. Whether or not they directly pay our salary really doesn't matter. We are here to help, protect and serve.

WHAT AUTHORITY DO THE MAYOR AND COUNCIL HAVE? As a body, they have full authority. A majority vote is needed to pass ordinances, policies, or to give direction. That means four of the six Council Members must vote in the affirmative. The Mayor can break a tie vote.

So, if one Council Member or the Mayor directs you to personally perform a task that you are not comfortable with or that has not been assigned to you by your supervisor/department director. Be polite and let them know that you will have to get permission/direction from your department director first.

WHAT IF THE ANSWER IS NO? Being a Public Servant doesn't mean being a door mat and sometimes the answer is going to be "no". Be polite and explain the reason behind your answer. If you can't make them understand, don't argue, just listen and then excuse yourself from the conversation. Remember, they are not mad at you, just frustrated or angry because of your answer. Sometimes it is a good idea to follow up in writing to make sure they understand your answer.

WHAT IF I DON'T KNOW THE ANSWER? You cannot possibly know the answer to every question or problem that arises. But you can familiarize yourself with where to direct your customers to find the right answers. Get to know your other departments, other government entities and the services they provide. Point people to the right phone numbers and websites. Your assistance goes a long way in making the City a great place to live, work and play.

REPRESENTING THE CITY. Anytime you: 1) answer your City cell phone, land line, email message, or post to social media; 2) ride in or operate a City vehicle or piece of equipment; 3) wear a City shirt, hat, jacket, uniform, patch or name badge; 4) attend a work-related training, gathering, event/ceremony or function on behalf of the City of Woodstock; or 5) if you are simply "on the clock" YOU ARE REPRESENTING THE CITY OF WOODSTOCK, GEORGIA.

COMMUNICATION IS  TO OUR SUCCESS!

EMPLOYEE NEWSLETTER

The Employee Newsletter is done monthly and is an internal publication emailed to employees only.

- Employee Birthdays, Anniversaries, Special Announcements
- Information Technology Reminders, Updates
- Human Resource Reminders, Updates
- Special Awards, Promotions for Employees
- Events and Happenings
- Sustainability and Safety Tips/Reminders
- Training/Seminar Opportunities

EMAIL NOTIFICATIONS

- Special Weather Alerts, Closings, Road Closings, Event Reminders, Press Releases

MINUTES, AGENDAS, VIDEOS OF THE MEETINGS OF THE MAYOR AND COUNCIL AND PLANNING COMMISSION.

- AGENDAS: The full agenda packet with backup material is available online for both Planning Commission and the Mayor and Council meetings. Emails are sent to employees and the public letting them know when the agenda has been posted for Council Meetings.
- MINUTES: Minutes from the meetings documenting actions taken are available within 72 hours of the meeting and drafts of the Mayor and Council meeting minutes are emailed to employees within that time frame. Minutes are not approved and finalized until the following meeting at which time they are posted to the Meeting Web Portal.
- VIDEOS of the meetings are posted to the website within four hours of the close of meetings or you can watch the meetings live from your home or phone. You can visit the meeting web portal at any time at <http://www.woodstockga.iqm2.com>

TOWNE HALL NEWSLETTER (Monthly)

This newsletter is emailed monthly to both employees and citizens and is available on our City website located on the homepage.

- Upcoming Events/Volunteer Opportunities
- Important Alerts/Reminders/Updates for Citizens
- Services/Classes/Programs Offered by the City
- Stormwater Education

WEBSITE: www.woodstockga.gov

Elected Officials, Elections, Events, Departments, Resources, Policies, Ordinances, Contacts, Fee Schedule, News Flash, Events Calendar, Meetings, etc.
CODERED: Receive information such as weather alerts, missing persons, evacuation notices, etc. directly to your mobile phone. Sign up at:
<https://public.coderedweb.com/cne/en-US/BF64AA522EE3>

SOCIAL MEDIA:

Facebook:



City Hall @woodstockgagovt
Fire Department @wfdga
Police Department @wpdga
Economic Development/DDA @dtwoodstock
Parks and Recreation @Woodstockparksandrecreation

Twitter:



Fire Department @WoodsotckFD
Police Department @WoodstockPD
Economic Development/DDA @dtwoodstock

Instagram



Economic Development/DDA @downtownwoodstock
City Hall @woodstock_ga

YouTube



Economic Development/DDA @downtownwoodstock
City Hall @CityofWoodstock,Georgia